

Agriculture, Fisheries and Conservation Department

Guidelines on Permit Application for Commercial Location Filming in Country Parks or Special Areas

A. Application procedures

1. Applications can be made up to 3 months in advance of the filming activity the earliest, and must reach the Agriculture, Fisheries and Conservation Department (AFCD) at least 3 working days before the filming day. Applications made after the filming activity will not be accepted. The submission time starts at 8:00am every day. Applications are processed on a first-come-first-served basis.
2. In order to process the application promptly, all information including supplementary information, if applicable, mentioned in Part C of the application form must be provided.
3. Applicants should avoid constructing or erecting shelters, buildings or huts. If there is a genuine need to erect shelters, it should be specified on the application form, providing information on the size, number, design and location of the proposed shelters to be erected. If the size, number, design or location of erection of such shelters deviates from that specified on the application form, AFCD staff may demand the applicant to remove the shelters concerned.
4. Applicants should avoid displaying signs, notices, posters, banners or advertisements in country parks or special areas. If there is a genuine need to display them, this should be specified on the application form. Banners must not be displayed in a manner that will cause damage to trees or vegetation. Application for display of items purely for commercial advertising purposes shall not be approved. If the size, number or location of display of such items deviates from that specified on the application form, AFCD staff may demand the applicant to remove the items concerned.
5. The filming period of each application should not exceed 6 days. Permission will normally not be granted for commercial filming on Saturdays, Sundays or public holidays.

6. Permission of the filming activity does not confer any exclusive right of use of the venue concerned. The general public and government officials can use the venue as well.
7. After issuance of a permit, any request for amendment of information provided on the application form should be submitted to AFCD in writing at least 3 working days before the filming activity. Any request for amendment to details of filming activity as shown in paragraph 1 and 6-8 of the form will be regarded as a new application subject to a permit fee.
8. Permit fees are payable upon acceptance of permit application. Successful applicants will be notified by email or by telephone. The permit fees shall be paid within 5 working days upon notice and before the commencement of the filming activity. Permission for the application will be revoked if the applicant fails to pay the relevant permit fees within the specified period. Permits must be obtained before the commencement of filming activity.
9. Successful applicant may pay the relevant permit fees via online payment (by credit card and FPS only), or in person at AFCD's Headquarters (5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon). Upon confirmation of successful payment, AFCD will send the electronic commercial location filming permit to the applicant by email within 3 working days. Unless otherwise requested, no printed copy of the permit will be provided to the applicant. Applicants may collect the printed copy permit in person or by post, if necessary.
10. Applicant is required **pay the permit fee and collect the permit in person** if the payment is only made in:
 - (a) less than 3 working days prior to the permit use date; or
 - (b) less than 7 working days prior to the permit use date if the applicant has requested for a printed copy of the permit or applied for vehicle permit(s).
11. The permit fees are subject to adjustment without prior notice. Permit fees paid will NOT be refunded under any circumstances.
12. Applicants should avoid bringing vehicles into the country parks. If there is a genuine need to do so, the number of vehicles should be minimised. The use of vehicles must be indicated specifically with justification when submitting the application. If the details of vehicles to be used cannot be confirmed when applying for the commercial location filming permit, the applicant should submit a separate

written application for bringing vehicles into country parks at least 3 working days before the filming day. Vehicles over 5.5 tonnes are not allowed to enter country parks. **Upon approval, the applicant shall obtain a hard copy of vehicle entry permit (in person / by registered post which will normally take at least 7 working days), and should display the permit on the vehicle's window when in use.**

13. Applicants issued with AFCD's permits for commercial location filming still need to apply for other permits required by other legislations. Where necessary, they need to approach other government departments such as the Water Supplies Department or the Hong Kong Police Force in respect of the filming activities.
14. Applicants must observe closely the conditions on the filming permits and remind all their staff, participants, agents, contractors etc. of the conditions. A permit may be revoked if the permit holder contravenes the Regulations or fail to comply with the permit condition(s). Violation of the Regulations is subject to prosecution.
15. Applicants and their employees or agents must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.
16. The AFCD reserves the right to make the final decision on approving an application and to refuse the approval without giving any reason and without bearing any liability to any person.

Locations where filming is NOT permitted in principle

1. Tai Po Kau Nature Reserve
2. Tung Lung Fort
3. Ng Tung Chai
4. Pok Fu Lam Country Park
5. Tai Tam Country Park
6. Tsiu Hang Lions Nature Education Centre
7. Chiu Keng Tam
8. Shing Mun Fung Shui Woodland
9. Any Site of Special Scientific Interest
10. Any country park management centre

B. Scenes of which filming is strictly PROHIBITED

1. Lighting or use of fire or fireworks, explosives or any pyrotechnic material
2. Chasing or rallying of vehicles (including motorcycles and bicycles)
3. Bathing, washing, swimming or boating in reservoir area and/or water gathering grounds
4. Stunt acts involving jumping from trees, with wire hanging to trees, and those which may cause damage or felling of any tree or bamboo
5. Any other acts restricted by the Country Parks and Special Areas Regulations (such as bringing in cattle, horses, sheep, goats, pigs or poultry) and the Laws of Hong Kong, unless specific permission has been granted by the Authority

C. Areas where vehicles and bicycles of filming crew are NOT permitted to enter

1. Between Shing Mun Fung Shui Woodland and Tai Po Kau Nature Reserve
2. Between Twisk Management Centre and Tai Lam Chung Management Centre
3. Tracks inside Lung Fu Shan Country Park

D. Areas where erection of props or structures is NOT permitted

1. Vicinity of country park management centres and warden posts
2. Picnic sites / barbecue sites / camp sites
3. Any hilltop